

Administrative Procedures Hazard Control Plan ESWT-HCP-001, R.1

Effective Authorization Date: October 2001

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Initial Risk Rating: Low to medium

Residual Risk Rating: Minimal

Work Permits Required: None

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HISTORY OF REVISIONS

Document Number	Issue Date	Action	Description
ESWT-HCP-001, R.0	October 1999	New Document	This HCP serves as the HCP for all Administrative Procedures.
ESWT-HCP-001, R.1	October 2001	Revision	Added Excess Environmental Impact hazard & controls

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1.0 HAZARD CONTROL PLAN FOR OFFICE WORK

This Hazard Control Plan is designed to identify and communicate hazards and mitigating controls for personnel performing administrative work in or traveling between office environments.

2.0 SCOPE

This Hazard Control Plan applies to all personnel in the Environmental Science and Waste Technology Division (E Division) performing work in an office setting including managers, buyers, budget analysts, human resource specialists, contract administrators, technical staff members, specialist staff members, technicians, and administrative and secretarial personnel. It specifically applies to E-DO personnel. Other E Division entities may use the plan as appropriate.

3.0 DESCRIPTION OF OPERATION

Office work generally includes the performance of duties to include: review, prioritize, and track correspondence; compose, prepare, and edit non-routine correspondence and/or reports; manage calendars; plan, coordinate and implement arrangements for meetings; assist with special projects; make both foreign and domestic travel arrangements; prepare viewgraphs; organize and maintain office filing systems; handle personnel matters; perform budget analysis, etc.

NOTE: Office work for various job classifications varies in nature, but includes similar hazards.

4.0 MATERIAL AND EQUIPMENT

Equipment normally used to perform these functions includes: computers, facsimile (FAX) and copy machines, typewriters, shredders, paper cutters, and binding machines. Additional equipment used which is incidental to the work includes space heaters, coffeepots, microwave ovens, etc. Office furnishings include desks, chairs, file cabinets, file drawers, shelves, storage cabinets, etc. Government and personal vehicles may also be used to perform necessary functions.

5.0 EMERGENCY ACTIONS

Staff should be familiar with emergency signals, procedures, and emergency equipment (pull box, etc.) usage in the building. Emergency numbers should be prominently posted. Employees should be knowledgeable of muster areas designated for their organization following evacuations. Call 911 for immediate crisis/fire/medical assistance. *"In the event of an emergency, remember that your first responsibility is for your own safety. Do not try to perform any shutdown procedures if it would mean compromising your safety."*

CAUTION: A hazardous condition is one that exceeds the accepted safety practices for the operation being performed. Evaluation of hazardous conditions requires judgement and an understanding of the operation. Examples of hazardous conditions could include: workers ignoring established safety requirements, defective safety devices, and work without “fall” protection.

Stop Work Procedure

Personnel performing or observing work shall use one of the following procedures if hazardous conditions are observed.

Stopping Your Own Work

If you identify a hazardous condition in your work:

- stop work;
- notify your immediate supervisor, group leader or other management representative; and
- follow instructions from management and remain in the area until a responder arrives.

If you observe a hazardous condition in someone else’s work:

- notify the worker(s) or individual responsible for the work;
- discuss hazardous condition observed to verify presence of hazardous condition;
- notify the responsible supervisor, group leader or other management representative if not satisfied; and
- follow instructions from management and remain in the area until a responder arrives.

Management representatives shall respond in accordance with LIR-401-10-01.0, Stop Work and Restart.

6.0 WASTES PRODUCED

Wastes produced as a result of the activities described in this HCP include used toner cartridges, paper, and other materials for recycle. Waste minimization controls are listed under Excess Environmental Impacts hazard below.

7.0 SPECIFIC ACTIVITIES, HAZARDS, AND CONTROLS

Activity	Hazard	Control
Use of walking/working surfaces both outdoors and indoors including steps, parking lots, and roadways	<ul style="list-style-type: none"> ➤ Slipping/Falling ➤ Slippery, icy or uneven walking surfaces ➤ Obstacles ➤ Presence of ice or snow ➤ Inappropriate footwear ➤ Poor housekeeping ➤ Inattention ➤ Motor vehicle traffic 	<ul style="list-style-type: none"> • Walk, do not run in offices, hallways, sidewalks, or parking lots. • Wear proper footwear with slip-resistant heels; avoid wearing broken heels or soles. • Wear appropriate footwear on ice and snow (e.g. snow boots) • When using stairs, hold onto the handrail. Climb one stair at a time. • Clean up spills immediately or mark the area and notify appropriate personnel. • Keep walkways and aisles neat and clean. • Slow down when approaching blind corners. • Avoid carrying a load that obstructs your vision. • Maintain awareness of moving vehicles, blind spots to drivers, vehicle loading and unloading
Computer terminal use	<ul style="list-style-type: none"> ➤ Intensive work activities or poorly positioned or unadjusted furniture may result in repetitive trauma injuries. 	<ul style="list-style-type: none"> • Take breaks every hour or so. Stand up and move around to restore circulation and stretch your muscles. • If possible, alternate activities so that work at the computer terminal is not done in continual long time blocks. Perform other functions such as filing. • Use a well-designed chair that is adjustable and allows shifting of body position. • The chair and/or keyboard and mouse pad should be adjusted so the forearms and thighs are horizontal. Feet should be flat on the floor. A foot rest or wrist rest may be needed to provide support. • The monitor should be eye level and a copy stand should be used to keep the work at the same height as the monitor. Avoid glare on the screen.
Material handling, filing, and use of office furnishings.	<ul style="list-style-type: none"> ➤ Improper storage of materials and office design 	<ul style="list-style-type: none"> • Store heavy material in the bottom drawers of cabinets. • Do not use the tops of tall cabinets to store heavy objects. • Open file cabinet and desk drawers one at a time and then close them when the work is finished. • Cabinets, bookcases, and shelves are secured to building surfaces to prevent their falling over. • Faulty desks, chairs, or other office equipment are repaired or taken out of service.
	<p>Falling Objects</p> <ul style="list-style-type: none"> ➤ Placing/removing objects or material on elevated shelves or surfaces 	<ul style="list-style-type: none"> • Use step stools or ladders - not swivel chairs or other office furniture. • Observe the following precautions when using ladders or step stools: <ul style="list-style-type: none"> – Face forward on the ladder when going up or down. – Move the ladder or stepstool instead of overreaching.

Activity	Hazard	Control
Material handling, filling, and use of office furnishings. (continued)	➤ Lifting heavy objects	<ul style="list-style-type: none"> • Use dollies and hand trucks for moving heavy materials. Make arrangements with JCNNM to move furniture and other heavy objects. • Use proper lifting techniques: <ul style="list-style-type: none"> – Use good judgement when gauging the weight you can lift, and stay within your limits. Do not lift bulky materials or those weighing more than 30 pounds without someone's assistance or the use of a mechanical lifting device. – Space your feet apart for good balance, and position yourself close to the object you are lifting. – Keep your spine straight as you squat or kneel next to the object you are lifting. – Flex your legs as you lift, using them to do most of the work, and keep the objects close to your body.
Use of consumer products	➤ Improper use of chemicals such as correction fluid, computer cleaning products, marker-board cleaner, etc.	<ul style="list-style-type: none"> • Office chemicals should be used only in areas where there is adequate ventilation to remove any fumes. • Workers must read and be familiar with directions, warnings, and safety information on labels.
Use of appliances, space heaters, and office equipment	➤ Electrical shocks or fire hazards	<ul style="list-style-type: none"> • Do not overload electrical outlets. Do not "daisy chain" extension cords or power strips. When using these devices, verify load limit will accommodate intended usage. • Do not place power strips in areas excessively dusty or subject to flooding. • Unplug any office machine that sparks, smokes, or delivers an electrical shock. Have it inspected by appropriate repair personnel. • Keep fingers away from moving and/or sharp parts when using hole punchers, paper cutters, shredders, etc. • Use only UL-listed space heaters equipped with automatic shutoff devices that will activate if the heater tips over. • Plug space heaters directly into a wall receptacle. Do not plug into a multiple outlet strip. • Keep areas around space heaters, coffeepots, and other appliances free of combustible material. • Locate coffeepots and other electrical devices so that they are far enough away from sinks to prevent an energized appliance from falling into or being placed in the sink. • Jewelry, long hair, and clothing must be kept clear of moving parts or office equipment (e.g. shredders).

Activity	Hazard	Control
Working in office areas/buildings	<ul style="list-style-type: none"> ➤ Contaminants introduced into office areas from indoor/outdoor sources ➤ Motor vehicle exhaust, building exhausts can enter through poorly located air intake vents, windows and other openings. ➤ Building/office furnishings such as adhesives, upholstery, carpeting, can emit low levels of contaminants, especially when newly installed. ➤ Rodents, rodent droppings, or other pest control problems. 	<ul style="list-style-type: none"> • Removal or modification of the pollutant source. Prohibit motor vehicles from leaving engine running and/or near building openings. • Increase ventilation rates in the building or office area. • Do not handle dead rodents or droppings. Contact the Building Manager or Facility Manager for assistance.
Driving a government vehicle or personal vehicle on government business	<ul style="list-style-type: none"> ➤ Motor-vehicle accidents 	<ul style="list-style-type: none"> • Drivers and passengers must wear seat belts while in a government vehicle. (AM 617) • Maintain a safe following distance – the Smith System Defensive Driving Program recommends a four-second following distance. • Do not exceed posted speed limits. • Do not drive if you are overly fatigued, dizzy, or on medication that may make you sleepy. • If the weather is bad or other dangerous conditions are present, adjust your speed and following distance accordingly. • Use your mirrors to evaluate the traffic around you. • Use your turn signals to warn other drivers of your intentions.

8.0 GENERAL HAZARDS AND CONTROLS

General hazards, which may be present during more than one step of a procedure, are listed below with their associated controls. Some of the hazards apply primarily to outdoor work, while other hazards may apply to both outdoor and indoor work. Please note this list is not all-inclusive; other hazards may be present and additional controls other than those listed may apply.

Hazard	Control
Biological	<ul style="list-style-type: none">• Recognize venomous invertebrates and snakes common to the Los Alamos area.• Always look for concealed snakes before handling items.• Do not place hands where you can't see.• <i>Allergic personnel</i> - call 911 immediately if stung by bees & or wasps.• <i>All personnel</i> – notify supervisor and FSO if they suspect they have been bitten or stung.• Wear PPE such as gloves or snakebite chaps.• If unplanned encounters with wild animals occur, avoid direct contact with the animal, do not stare into animals, back away slowly until away from immediate danger. Notify supervision and ESH of encounter.
Bloodborne Pathogens	<ul style="list-style-type: none">• Always assume contamination - use universal precautions.• Handle sharps safely.• Wear appropriate PPE.• Follow proper cleanup procedures to decontaminate exposed surfaces.
Cold Stress	<ul style="list-style-type: none">• Wear proper insulating clothing.• Recognize symptoms.• Keep ears, toes, fingers, cheeks & noses covered.• Limit time spent in cold areas.
Skin damage	<ul style="list-style-type: none">• Store and label materials properly.• Maintain good housekeeping.• Use mild soaps for cleansing skin whenever possible (Never use gasoline, kerosene, or turpentine.)• Use a skin moisturizer after hand washing.• Use sunblocks if working in the sun for extended periods of time.• Wear proper PPE.

Hazard	Control
Dust	<ul style="list-style-type: none"> • Use local exhaust ventilation. • Use water sprays for dust suppression. • Minimize time spent in visible clouds of dust. • Try to remain upwind of dust-producing sources. • Minimize dry sweeping. • Use respiratory protection as recommended or required by H&S personnel.
Fire	<ul style="list-style-type: none"> • Separate flammable & combustible materials from ignition sources. • Don't store flammables or combustibles in offices. • Use bonding and grounding during transfer of flammables and combustibles. • Substitute non-flammables for flammables whenever possible. • Do not smoke in controlled areas. • Obtain SWPs for spark/flame producing operations. • Know the location of the nearest fire extinguishers. • Fire watch for spark/flame producing operations.
Blocked Exits	<ul style="list-style-type: none"> • Verify exit paths to exit doors are clear before beginning task. • Verify exit doors are operational before starting task. • Verify that paths from exit doors are free of obstructions, equipment, ice, etc.
Hantavirus	<ul style="list-style-type: none"> • Notify your supervisor if signs of rodents are in the work area. • Do not disturb dust if heavy rodent infestation is evident. • If possible, seal, cover, or screen all openings large enough for mice to enter. • Keep food covered or in a refrigerator. • Do not overfeed birds. • Use only HEPA filtered vacuums to vacuum up rodent droppings. • Practice good housekeeping.
Lightning	<ul style="list-style-type: none"> • Outdoors - Stop work and seek shelter in grounded building or car. If grounded building or car is not available, kneel on the ground. • Outdoors – If lightning is observed, contact supervision for stop work instructions. Lightning impacting in or around work areas is grounds for immediate stop work and movement to safety. • Indoors – Avoid showers, sinks and other electrical equipment whenever possible. Limit unnecessary talking on telephone.

Hazard	Control
Slips, Trips, and Falls (Fall To Same Level)	<ul style="list-style-type: none"> • Wear appropriate footwear with slip resistant soles. • Use approved footstools, ladders, or other suitable devices to reach objects or work items. Do not use chairs or boxes for this purpose. • Use handrails when climbing and descending stairs. • Deploy and secure extension cords and like articles to minimize tripping hazards. • Store office materials and other items so as to prevent them from falling or becoming a tripping hazard. • Maintain your work area in a clean and orderly manner to reduce the potential for slips, trips, and falls. • Report any potential tripping hazards, slippery surfaces, weak or loose handrails, etc., to facility management or to your supervisor.
Heat	<ul style="list-style-type: none"> • Proper acclimatization. • Increase fluid and electrolyte intake before and during work. • Use personal cooling devices such as ice vests. • Use a H&S approved work/rest regimen. • Recognize the early symptoms of heat stress. • Consider heat stress when selecting PPE.
Noise	<ul style="list-style-type: none"> • Have H&S personnel evaluate noise in the work area. • Enclose the noise source. • Move the noise source out of the work area. • Minimize time near the source of the noise. • Wear hearing protection.
Power Outage	<ul style="list-style-type: none"> • EAP training.
Vehicle Accident	<ul style="list-style-type: none"> • Inspect vehicle before operation. • Always wear seat belts. • Keep speed below posted speed limits. • Maximize distance between small vehicles and heavy equipment. • Keep windows clean to maintain a clear field of vision. • Slow down at intersections. • Obtain a ground guide when backing, if view is obstructed or insufficient
Wind	<ul style="list-style-type: none"> • Modify or cease operations, as necessary.
Earthquake	<ul style="list-style-type: none"> • Indoors – get outside or move to a doorway or other structural feature. • Outdoors – move away from anything that could fall on you

Hazard	Controls
Excess Environmental Impact	<ul style="list-style-type: none"> • Recycle non-sensitive white paper in the green recycle bins • Recycle cardboard - flatten small cardboard packaging waste and place next to the green recycle carts, flatten large cardboard packaging waste and place in the dumpsters (it will be recycled at the MRF) • For removal of large amounts of recyclable material, email to wastenot@lanl.gov for a special pickup • Recycle all colored papers, glue or otherwise bound material, software packages, toner cartridges by sending to MS A1000 • Recycle aluminum cans, can recycle containers will be placed in all conference rooms with capacity of 10 or greater • Stop unwanted mail by notifying mail senders of forwarding address when staff leave an organization or send mail to Stop Mail, MS J568, for removal from senders mailing list. • Utilize double-sided printing: purchase only double-side capable printers, where possible, upgrade existing printers to double-sided printing; where possible, double-side all printed copies, including presentation copies handed out during meetings. • Purchase recycled-content items (such as paper, toner cartridges, plastic desktop accessories, and other items on the EPA's CPG list) when the recycled-content items meet the performance requirement, cost no more than 10% above the cost of virgin material items, and are available in the time frame required. (http://www.epa.gov/epaoswer/non-hw/procure/factshts.htm) • Conserve energy by only purchasing electronics compliant with the DOE Energy Star standard. Activate Energy Star features on all computers and monitors (except as this interferes with mission requirements); turn off lights and computer monitors when individuals are away from an office for an extended period of time (nights, weekends, all day meetings); close windows during non-working hours; and report building climate control problems promptly to the building manager. • Conserve water by promptly reporting plumbing problems to the building manager.

9.0 HAZARD CONTROL PLAN WORKER AUTHORIZATION

The E Division ISM Point of Contact (POC) shall ensure that all individuals assigned to the E Division read and understand the hazards and mitigating controls for administrative work activities addressed in this plan. Completion of this requirement may be documented through individual signature on the attached form. Copies of the completion form shall be maintained in individual training records and upon termination of involvement with E Division, forwarded to Records Management for retention.

10.0 REFERENCES

LIR 201-00-04.0	LANL Incident Reporting Process
LIR 250-02-01.0	Occupying or Vacating Work Place
LIR 250-02-02.6	Facility-Tenant Agreement
LIR 300-00-01.0	Safe Work Practices
LIR 300-00-02.0	Documentation of Safe Work Practices
LIR 300-00-04.0	Laboratory Training: A Graded and Systematic Approach to a Qualified Workforce
LIR 301-00-00.0	Managing Change Control of Laboratory Operations Standards and Requirements
LIR 301-00-01.9	Issuing and Managing Laboratory Operations Implementation Requirements
LIR 301-00-02.2	Exceptions or Variances to Laboratory Operations Requirement
LIR 307-01-01.1	Safety Self-Assessment
LIR 307-01-02.0	Internal Independent Assessments
LIR 307-01-03.1	Management Safety Walk-Arounds
LIR 307-01-04.0	Safety Concern Program
LIR 402-530-00.1	Biological Safety (Biosafety)
LIR 402-706-01.1	Personnel Dosimetry
LIR 402-710-01.2	Radiological Personal Protective Equipment
LIR 402-718.01.1	Radiological Training
LIR 402-870-01.0	Ergonomics
LIR 402-910-01.2	LANL Fire Protection Program
LIR 402-1320.01.1	Vehicular Safety
LIR 403-00-01.0	LANL Emergency Management

Hazard Control Plan
Administrative Activities

E Activities Covered by ESWT-HCP-001,R.1

This hazard control plan covers administrative activities. All individuals assigned to the E Division shall read this plan, discuss concerns with the E Division ISM POC, as appropriate, and document their understanding of the hazards and mitigating controls available by signing and dating this page.

Upon completion of this documentation, affected E Division personnel, including other personnel assigned to E Division, are authorized to perform administrative type work.

Name/Signature	Date